



COUNTY OF ORANGE

INTEGRATED WASTE MANAGEMENT DEPARTMENT

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PUBLIC MEETING CHECKLIST CHART

Check		Resp. Party	Due Date	Notes
	<u>Preparation</u>			
	Date of meeting			<ul style="list-style-type: none">• Timing with CIWMB submittal• Day of week
	Time of meeting			<ul style="list-style-type: none">• Daytime/evening• How long
	Meeting location			<ul style="list-style-type: none">• In project vicinity• Facility size, accessibility, amenities• Cost, who pays, payment process
	Presentation preparation			<ul style="list-style-type: none">• Develop presentation script & graphics, meeting agenda, public notice
	Presenter(s)			<ul style="list-style-type: none">• Knowledgeable authority figure• Specialist (engineer, authority on subject change)• Able to respond to questions• Who will be available from the facility as spokesperson
	Support staff			<ul style="list-style-type: none">• Logistics• Greeter/sign-in• Note taker• Supplies• Distribute handouts, work computer/projector
	Press contact staff/process			<ul style="list-style-type: none">• ID who will speak to the press• Clear with PIO
	Amenities			<ul style="list-style-type: none">• Cookies, Coffee, Water• Who provides• How extensive• Name tags• Note pads/pencils

	Communication Techniques			<ul style="list-style-type: none"> • Microphones • Mailing list sign-up sheet • Question cards
	Frequently Asked Questions (FAQ)			<ul style="list-style-type: none"> • Develop list of questions • Formulate position & response • Involve PIO • For distribution or in-house • Discuss with facility staff
	Public Notice			<ul style="list-style-type: none"> • Who develops • Process for posting in newspaper – who handles this & payment • Where will it be posted & when
	Mailing lists			<ul style="list-style-type: none"> • Property owners/residents, interested parties, haulers, host city officials • Haulers may be able to provide mailing list of residents • Mailing house
	<u>Presentation</u>			
	Content			<ul style="list-style-type: none"> • Assume they know nothing • Assume they will ask questions; they will be interested • Be prepared for the unexpected <p><u>Content:</u></p> <ul style="list-style-type: none"> • Introductions • Why the hearing, meeting agenda • Overview of existing facility & its benefit to community, history • Describe the proposed change, what prompted it, why it's important, benefits • Process • Timeline • Request for input • Use exhibits, handouts
	Method of delivery			<ul style="list-style-type: none"> • PowerPoint presentation • Video • Lecture • Level of formality
	Equipment needed			<ul style="list-style-type: none"> • Notebook computer • Projector/screen • TV Monitor • Microphones

	Equipment needed (cont'd)			<ul style="list-style-type: none"> • Electrical outlet, power cords • Pointer • Easel, flip chart • White board/markers • Push pins, tape, Velcro • Tables, chairs • Podium
	Handouts			<ul style="list-style-type: none"> • How many • Keep it simple • Agenda • Existing permit • Description of proposed change • FAQs • Timeline, milestones
				<ul style="list-style-type: none"> • • • •
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